

---

**Air National Guard (ANG) Military Vacancy Announcement (MVA)**  
*(Must be a current ANG member only)*

**2010-246**

**BUDGET ANALYST**

**TSGT - MSGT**

*\*(Must meet this rank requirement at closeout date)*

**Closeout Date: 20 Dec 2010 Close of Business (COB)**

---

To view the most current application procedures/requirements, refer to the ANG Careers webpage at <http://www.ang.af.mil/careers/mva/procedures.asp>

Headquarters ANG Title 10 4-year Statutory Tour at **NGB/FM (Joint Base Andrews, MD)**. Must be Air Force Specialty Code (AFSC) **6F051/6F071**. Duties and Responsibilities: Formulates and justifies segments of the command budget. Analyzes headquarters programs and budgetary guidance. Provides appropriate local budget policy and procedures for formulation of directorate budget submissions. Plans, develops, implements, and maintains budget guidance/financial systems. Reviews, analyzes, edits, and consolidates budget submissions. Accurately identifies requirements short-falls and prepares appropriate supporting documentation. Proposes alternate methods of financing unfunded requirements. Reviews and validates obligations, expenditures, reimbursable orders, requests for allotments by examining accounting records and other relevant financial documentation. Receives approved fund targets for assigned OBANs. Allocates appropriate funds to individual activities/functional areas based on an analysis of activity budget estimates, historical expenditures, projected workload and approved funding. Reports the need for transfer of funds between elements of expense within the same budget account. Participates in the justification and prioritization of unfunded requirements and other budget execution drills as required by higher headquarters. Participates in the monitoring of year-end closing to ensure proper and full use of provided funds with no anti-deficiency violations. Provides management with accurate financial information such as: Financial reports showing the status of receipts, obligations, and expenditures of funds. Trend analysis of rates of expenditures and Comparison of actual performance to the financial plan and identified variances. Serves as financial consultant to management on issues such as : Budgeting strategies and techniques. Use of financial management products. Resource distribution. Program priorities. Financial forecasts and projection. Development of annual and long range financial plans. Responsible for total budget operations in support of the overall operations, programs and projects of the organization. Responsibilities include development of budget policy and guidance, budget formulation, budget execution and providing financial advisory services to the organization. Develops appropriate local budget policies based on directives, regulations and Comptroller General decisions and is recognized as the technical authority on fiscal and budgetary matters. Provides effective instructions, planning factors, cost analysis and budget policy guidance to local managers for developing substantive organizational budgets. Reviews and analyzes budget submissions including budgetary goals, timetables, milestones and criteria for assessing program cost-effectiveness.

Mandatory criteria as indicated in the MVA must be documented on the members report on individual personnel (RIP). If it is not indicated on the RIP, it is incumbent upon the applicant to ensure that the appropriate source documentation is provided with the application.

Must meet the above stated grade/rank requirement by closeout date of advertisement.

Member must have a Secret Clearance or an open investigation to apply for statutory tour positions.

Enlisted applicants who are higher grade than the highest grade for the advertisement must provide a statement of understanding with the application stating he/she is willing to be voluntarily demoted if selected for this position, IAW ANGI 36-25-03, Paragraph 3.4.3.

Officers applying for a statutory tour position must have a minimum of a Bachelors degree prior to applying.

Application for this MVA signifies agreement to the following statement, in accordance with (IAW) Title 18 USC 1001: “I certify that, to the best of my knowledge and belief, all of the information on an attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for rejection or for release from statutory tour after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.”

**Questions regarding this advertisement can be sent to [hr.apply@ang.af.mil](mailto:hr.apply@ang.af.mil)**

---